



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: SUMMER LABORER DATE OPENED: MARCH 7, 2016

DEPARTMENT: ROAD DEPARTMENT CLOSING DATE: MARCH 25, 2016

If you have any questions about this position vacancy, call: (406) 758 - 5790.

NUMBER OF POSITIONS OPEN: 2

BARGAINING UNIT: Operators - Road

☒ FULL TIME ☐ REGULAR
(YEAR ROUND POSITION)

☐ PART TIME ☒ SEASONAL
☐ TEMPORARY

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

STARTING WAGE: \$ 15.96 per Hour

SALARY AT:

____ YEAR STEP: \$ _____ per Hour

____ YEAR STEP: \$ _____ per Hour

____ YEAR STEP: \$ _____ per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ☒ YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

- * This job opening is a operators's union position.
- * See attached job description for example of duties.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center
427 First Avenue East
Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

LABORER

NATURE OF WORK:

1. Fairgrounds (802): Under supervision performs a wide variety of manual labor tasks, semi-skilled carpentry and plumbing tasks, and other construction work needed for the maintenance of fairgrounds building and grounds; operates light machinery and equipment; and does related work as required in preparing for annual Northwest Montana Fair and non-fair activities.
2. Road Department (1625): Under supervision performs a wide variety of manual labor tasks and other road work needed for the maintenance of roads and equipment; operates light machinery, tools, and pickups; sets-up warning signs and flags traffic at a work site.
3. Solid Waste (1642): Under supervision performs a wide variety of manual labor tasks directing clients to the proper location to dump solid waste materials; moves signs to mark different dumping areas.

Physical demands: (These guidelines may alter due to seasonal changes.)

Standing/Walking: Standing on feet and walking is estimated at 90%, or seven hours of an eight-hour day.

Sitting: None, except on breaks.

Lifting/Carrying: Frequently 10 to 50 pounds; occasionally at 50 to 100 pounds.

Bending: Continuous bending is required when working as a laborer; frequent bending is needed when performing carpentry and building maintenance work or picking up items.

Reaching: Occasional reaching above head and constant use of upper extremities with daily lifting and twisting of back when cleaning, trimming, shoveling, and other labor duties.

Climbing: Frequent climbing in the grandstands and bleachers is required when cleaning and preparing for Fair and weekend activities when working as a Fairgrounds laborer.

Frequent climbing in and out of vehicles, building, right-of-way, and bridges is required when working as a Road Department laborer.

Pushing/Pulling: Frequent pushing and pulling of equipment and portable bleachers as a Fairgrounds laborer. Frequent pushing and pulling of equipment, materials, and tools as a Road or Solid Waste Department laborer.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions; refer to position description for detailed listing of duties)

1. Fairgrounds: Performs a variety of tasks requiring limited skill in the use of hand tools and ability to operate light automotive equipment and tractors; performs semi-skilled carpentry repair work in existing structures, replacing boards in barns and horse stalls, building shelves, pens, and roof repairs; performs semi-skilled plumbing work in the installation and repair of water lines, faucets, toilets and sinks; paints a variety of interior and exterior surfaces; performs janitorial duties such as sweeping, mopping, finishing floors; shovels manure from animal pens and stalls; fertilizes, waters, mows and trims lawns; moves tables and chairs; sets up and tears down building accessories for various fair and non-fair events; and performs related work as required.

2. Road Department: Performs a variety of tasks requiring limited skill in the use of hand tools and ability to operate light automotive equipment; performs semi-skilled repair work, hand patching, sweeping, lay-down laborer, cutting brush, planting shrubs, working on silt fences, painting a variety of interior and exterior surfaces; setting-up warning signs and flags traffic at a work site; and performs related work as assigned.

3. Solid Waste Department: Performs a variety of tasks requiring exposure to all types of weather conditions and directs clients at the landfill site to the proper dumping location; moves directional signs to identify dumping area; works in conjunction with an equipment operator compacting solid waste; ensures the safety of clients at the dumping site; and performs related work as assigned.

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment)

Knowledge of:

- * general use of hand and power tools, light pickups, and equipment
- * safe work practices

Ability to:

- * read, write, and follow both verbal or written instructions
- * perform heavy manual labor
- * work in a variety of weather conditions
- * establish and maintain effective working relationship with supervisor, co-workers, and the public.
- * demonstrate physical strength and agility sufficient to perform the work of the position.

GENERAL RECRUITING INDICATORS: (Person applying for position of this classification should have the following experience and/or training)

Any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed. Must have a Montana motor vehicle operator's license.

Action	Date	Reference
Adopted	5/25/94	Commissioners Minutes
Revised	6/15/00	Commissioners Minutes